Signature of Clerk or Deputy Clerk

UNITED STATES DISTRICT COURT

| | for the |
|--|---|
| | _ District of |
| Plaintiff(s) V. Defendant(s) |))) ()) ()) () () () () () () () () |
| SUMMON | IS IN A CIVIL ACTION |
| To: (Defendant's name and address) | |
| are the United States or a United States agency, or an P. 12 (a)(2) or (3) — you must serve on the plaintiff a | s on you (not counting the day you received it) — or 60 days if you officer or employee of the United States described in Fed. R. Civ. an answer to the attached complaint or a motion under Rule 12 of motion must be served on the plaintiff or plaintiff's attorney, |
| If you fail to respond, judgment by default wi You also must file your answer or motion with the co | ill be entered against you for the relief demanded in the complaint. DOUGLAS C. PALMER |
| | CLERK OF COURT |
| Date: | |

Civil Action No.

PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))

| I personally served the summons on the individual at (place) on (date) ; or I left the summons at the individual's residence or usual place of abode with (name) , a person of suitable age and discretion who resides there on (date) , and mailed a copy to the individual's last known address; or I served the summons on (name of individual) designated by law to accept service of process on behalf of (name of organization) on (date) ; or I returned the summons unexecuted because other (specify): My fees are \$ for travel and \$ for services, for a total of \$ I declare under penalty of perjury that this information is true. | ceived by me on (date) | • | | | |
|---|------------------------|--------------------------------------|--|-------------|---------|
| I left the summons at the individual's residence or usual place of abode with (name) | ☐ I personally serve | d the summons on the individual a | it (place) | | |
| | | | on (date) | ; or | |
| on (date), and mailed a copy to the individual's last known address; or, I served the summons on (name of individual), designated by law to accept service of process on behalf of (name of organization), on (date); or I returned the summons unexecuted because, description: My fees are \$ for travel and \$ for services, for a total of \$ | ☐ I left the summons | s at the individual's residence or u | sual place of abode with (name) | | |
| I served the summons on (name of individual) designated by law to accept service of process on behalf of (name of organization) on (date) ; or I returned the summons unexecuted because Other (specify): My fees are \$ for travel and \$ for services, for a total of \$ I declare under penalty of perjury that this information is true. | | , a persor | n of suitable age and discretion who res | sides there | e, |
| designated by law to accept service of process on behalf of (name of organization) on (date) ; or I returned the summons unexecuted because Other (specify): My fees are \$ for travel and \$ for services, for a total of \$ I declare under penalty of perjury that this information is true. | on (date) | , and mailed a copy to t | he individual's last known address; or | | |
| designated by law to accept service of process on behalf of (name of organization) on (date) ; or on (date) ; or Other (specify): My fees are \$ for travel and \$ for services, for a total of \$ I declare under penalty of perjury that this information is true. | ☐ I served the summ | nons on (name of individual) | | | , who i |
| ☐ I returned the summons unexecuted because ☐ Other (specify): My fees are \$ for travel and \$ for services, for a total of \$ I declare under penalty of perjury that this information is true. | designated by law to | | | | |
| Other (specify): My fees are \$ for travel and \$ for services, for a total of \$ I declare under penalty of perjury that this information is true. Server's signature | | | on (date) | ; or | |
| My fees are \$ for travel and \$ for services, for a total of \$ I declare under penalty of perjury that this information is true. Server's signature | ☐ I returned the sum | umons unexecuted because | | | ; 01 |
| I declare under penalty of perjury that this information is true. Server's signature | ☐ Other (specify): | | | | |
| Server's signature | My fees are \$ | for travel and \$ | for services, for a total of \$ | | |
| | I declare under penal | ty of perjury that this information | is true. | | |
| | | | | | |
| Printed name and title | | | Server's signature | | |
| | | | Printed name and title | | |
| Server's address | | | | | |

Additional information regarding attempted service, etc: